



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: **August 10, 2009**
CLOSING DATE: **August 28, 2009**

Vacancy Announcement #: **AF-RCC-30-09-123**

Assistant Manager for Administration (AMA)

AD-0301-00

Pay Rate: \$14.75 – \$21.00 per hour

NUMBER OF POSITIONS: Few

THIS POSITION IS BEING REANNOUNCED TO ALLOW ADDITIONAL COMPETITION. IF YOU HAVE ALREADY APPLIED, YOU DO NOT NEED TO REAPPLY UNLESS YOU WISH TO RECEIVE ADDITIONAL CONSIDERATION UNDER THIS ANNOUNCEMENT.

Come join the Census Team, where every one counts. The Census Bureau produces quality data that helps Americans better understand our country. We are seeking individuals that represent the communities in which the local Census office serves. The Census Bureau values diversity. If working in an environment that values your individuality and diversity, appeals to you, then the Census Bureau is the place for you. Come join the Census Team, where everyone counts.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment with a Not-to-Exceed date of 9/25/2010. May be extended beyond 9/25/2010 if agency needs arise.

AREA OF CONSIDERATION: Dallas Regional Census Center, Local Census Centers (Edinburg, Dallas Central, Laredo, and San Angelo, Texas). Applicant must live within 50 miles of the area of consideration and the county in which the Local Census Office services.

TEXAS:

- Dallas Central, TX – \$21.75 Edinburg, TX - \$14.75 Laredo, TX - \$14.75
- San Angelo, TX - \$15.00

WHO MAY APPLY: All U.S. Citizens residing in the area of consideration.

- **Applicant must specify the Location (Texas) and County where you currently live.**
- Applicant **must** submit an OF-306 with the application. Please visit OPM website: http://www.opm.gov/forms/pdf_fill/of0306.pdf
- Applicant must submit an **Evaluation Criteria Narrative** (KSA's) described in this announcement with your application package.

WORK SCHEDULE: This is a temporary Full-time position. The incumbent of this position is covered by the mixed-tour employment program.

DUTIES: Assistant Manager for Administration (AMA): Responsible for supervising and managing the payroll, supply requisitioning, and other administrative activities. Assures these activities are accomplished efficiently and expeditiously. Supervises the Office Operations Supervisors and up to 10 clerks. May also assist with recruiting activities. Supervises the daily processing of payroll, personnel, and other administrative documents. Monitors day-to-day selection, payroll, and personnel activities, reviewing completed work for accuracy and assuring that time schedules are met. Oversees payroll and personnel activities, helps maintain the flow and quality of work to meet deadlines. Monitors work status and makes adjustments to expedite production. Maintains working personnel payroll records which contain information covered by the Privacy Act. Provides administrative management information reports to the Office Manager and other management personnel. Maintains office facilities through an effective relationship with lessors or office building managers. Responsible for the approval of supply and material equipment requisitions, as needed to ensure continuity of office operations. Assists in setting up and closing the ELCO/LCO, assuring minimal waste of excess supplies and equipment. Through the use of manuals and on-the-job training, provides for the development of administrative staff. Assures the administrative operations are conducted within prescribed time schedules and budget allocations. Identifies problems and communicates clearly and persuasively the action associated with encountered problems. Assists as the principal technical advisor on administrative operations in the LCO answering inquiries from the Office Operations Supervisor and providing guidance to LCO employees.

QUALIFICATIONS: To qualify for the Assistant Manager for Administration position, all applicants MUST:

- 1) Pass a written supervisory test. **CALL 1-866-861-2010 to schedule a time and place to take the supervisory test.** The application process will be explained at the time of testing if you are unsure how to apply. Testing must be completed by the close of business on September 4, 2009 and applications must be received by the close of business (COB) of the closing date in the announcement. **If you have already taken the supervisory test, you need not take the test again, but you will need to apply for the position.**

AND

- 2) Have at least the minimum experience in each of the three areas contained in the **Evaluation Criteria Statement** below. Your experience for all three must be at least at the level described as "c" in the Evaluation Criteria Statement for the position. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must choose one of the lower levels that you do meet in full. **The Evaluation Criteria can be found at the end of this announcement.**

How To Apply:

You must submit your application so that it will be RECEIVED by the closing date of the announcement.

Each application must consist of the following 3 documents:

- **(1) A completed Application; Optional Application for Federal Employment (OF-612) OR a resume, listing your work duties and accomplishments relating to the job for which you are applying.**
- **(2) Individual statement addressing the Evaluation Criteria Statements.**
- **(3) Declaration for Federal Employment (OF-306).**

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Vacancy Announcement number, and title.
- Full name, mailing address (including email and zip code), day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- **Veteran's Preference** - Applicants claiming 10-point veterans' preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs dated 1991 or later) and the latest copy of the DD-214 (Member 4), Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veteran's preference. Applicants claiming 5-point veteran's preference must submit a DD-214 (Member 4) to receive preference. For more information on Veterans' Preference, visit OPM website:
<http://www.opm.gov/veterans/html/vetguide.asp>
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we

may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

Individuals with a disability may request reasonable accommodations by calling 214-267-6900 or 1-800-563-6499.

APPLICATION DEADLINE: All applications must be **RECEIVED** by the closing date of the Vacancy Announcement. Applications **received** after this due date will not be considered. **Application packages submitted by Fax or E-mail will not be accepted.** Submit all applications to the address listed below:

**Bureau of the Census
Dallas Regional Census Center
2777 North Stemmons Freeway, #200
Dallas, TX 75207
ATTN: Brendan P. Haymaker, Human Resources Specialist**

CONDITIONS OF EMPLOYMENT:

Payment of relocation expenses IS NOT authorized.

- This is a Mixed-Tour work schedule, which may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign an agreement outlining the conditions of employment prior to the appointment.
- If an applicant is selected for a position, it will remove the applicant from consideration for all positions for which they have applied for within the office.
- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
- Public law requires all new appointees to present proof of identity and employment eligibility.

- **ADDITIONAL INFORMATION:** Employees who receive a Voluntary Separation Incentive Payment (VSIP) or Buyout and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.

For further information on this vacancy you may contact, Brendan P. Haymaker, Human Resources Specialist at 214-267-6900 or 1-800-563-6499.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

1(800) 563-6499

TDD (214) 655-5363

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, RELIGION, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.

To be considered, applicants must complete the form below addressing each of the following and submit with application.

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR ADMINISTRATION	
COLUMN A	COLUMN B
<p>Applicants <u>are required</u> to answer each of the three questions below in Column A by circling the best response <u>and</u> supporting that response in Column B.</p>	<p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR 2. Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment. PLEASE do NOT cut and paste your resume into the Evaluation Criteria. 3. Please use additional pages if you need more room. Identify appropriately.
<p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over employees/supervisors. (Select only one answer for Question 1.)</p> <p>a. As my primary responsibility, I have experience with both of the following: managing a staff of 20 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>b. As my primary responsibility, I have experience with both of the following: managing a staff of 10 or more employees that included at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and, managing a rigorous, time-sensitive, fixed deadline operation such as a weekly payroll, billing, or delivery operation where the failure to deliver the product/service with almost perfect accuracy and on-time would have resulted in severe hardship for the organization.</p> <p>c. As my primary responsibility, I have supervised a staff of 10 or more employees, but I have not had to supervise another supervisor/team-lead or I have supervised one level/tier of subordinate management, but the staff I managed was less than 10 employees. The work I supervised had critical deadlines and was time-sensitive in nature.</p> <p>d. My experience is less than what is described above.</p>	<p>Response must support answer circled in Column A.</p>

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A

- 2. Please select the answer that best describes your payroll, personnel, and property management experience. (Select only one answer for Question 2.)**

a. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **all** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and** training and developing administrative staff.

b. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. Additionally, I have been personally responsible for **some** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **and/or** training and developing administrative staff.

c. I have been personally responsible for ensuring the daily processing of payroll and personnel documents. However, I have **not** been personally responsible for **any** of the following: maintaining office facilities/supplies to ensure the continuity of office operations; managing the property necessary to conduct operations, preparing administrative reports, **or** training and developing administrative staff.

d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR ADMINISTRATION**

COLUMN A	COLUMN B
<p>3. Please select the answer that best describes your experience with using management reports to correct problems with payroll and personnel processing. (Select only one answer for Question 3.)</p> <p>a. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>manage</u> the implementation of solutions.</p> <p>b. I have used management reports to identify payroll and personnel processing problems, and used analysis of these reports to <u>implement</u> effective solutions myself.</p> <p>c. I have used management reports to identify payroll and personnel processing problems and used analysis of these reports to <u>recommend</u> effective solutions to managers, <u>or</u> I have used reports to manage the implementation of solutions unrelated to payroll and personnel processing problems.</p> <p>d. My experience is less than what is described above.</p>	<p><i>Response must support answer circled in Column A.</i></p>